

# Munis Self Service Dodge County Vendor Self Service



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## 1 VENDOR SELF SERVICE OVERVIEW

Vendor Self Service (VSS) provides vendors with web-based access to information stored in your organization's Munis<sup>®</sup> database. The information is drawn from multiple Munis products, including Accounts Payable, Purchasing, and Contract Management.

Using VSS, vendors can enter and maintain their contact and remittance information, and payment terms, and designated contact persons.

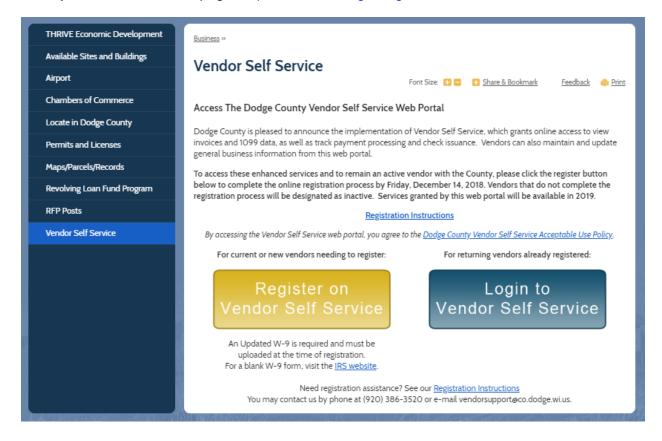
A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, and checks is available in VSS.



## 2 VENDOR REGISTRATION

Prospective vendors who do not exist in the Munis database, as well as existing vendors who have already been entered in the Vendors program in Munis, must register to gain access to Vendor Self Service. All vendor information needs to be submitted in ALL CAPS.

Vendors can register by clicking the "**Register on Vendor Self Service**" button on the Dodge County website VSS home page. <a href="http://www.co.dodge.wi.gov/vendor">http://www.co.dodge.wi.gov/vendor</a>



Registration is a multistep process. Vendor Self Service displays the number of steps in the process, with the current step displayed in bold type. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing each of the steps, all of the information entered is discarded and they must start again.

The first step in the process defines the vendor's user ID, password information, and user contact information.

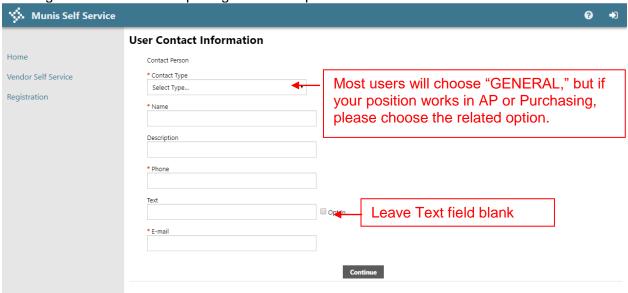


| Munis Self Service  |  |   |                 |
|---------------------|--|---|-----------------|
|                     | New Vendor Registrat   | tion  |                 |
| Home                | Create user ID and password  |   |                 |
| Vendor Self Service |  |   |                 |
| Registration        | User ID (between 1 and 100 characters) *                             |   |                 |
|                     | Re-type user ID *  |   |                 |
|                     | Password (between 0 and 15 characters) *                             |   |                 |
|                     | Re-type password *   |   |                 |
|                     | Password hint *  |   |                 |
|                     |  | Enter these validation numbers into the box | x below them    |
|                     |  | 9650  |                 |
|                     |  |   |                 |
|                     | EXISTING VENDORS ONLY You must complete the following for initial re | gistration.                                 |                 |
|                     | Vendor ID  |   |                 |
|                     |  | EXISTING VENDORS O                          | ONLY area blank |
|                     | FID/SSN (Enter witnout dasnes)                                       |   |                 |
|                     |  | Continue                                    |                 |
|                     |  |   |                 |
|                     |  |   |                 |

| Field*ALL CAPS        | Description   |
|-----------------------|---|
| User ID               | Defines the vendor's VSS login name. Recommend not using company name as vendor user ID to allow multiple individuals from the same |
|                       | company to have access VSS individually.  |
|                       | Each user ID must be unique and cannot be greater than 20 characters in   |
|                       | length. Only use letters and numbers. No spaces should be used  |
| Password              | Indicates the vendor's login password.  |
|                       | The vendor must enter and then retype a login password in the boxes.  |
|                       | VSS requires entry of a minimum of eight characters for the password  |
|                       | and a maximum of 15 characters. VSS password are case sensitive and   |
|                       | require a special character, a number, and upper and lower case.  |
| Password Hint         | Contains a hint used to assist the vendor in remembering their password.  |
|                       | The hint cannot be the same as the vendor's password.   |
|                       | VSS sends this hint to the vendor in an email message when they click   |
|                       | Forgot Password on the login page.  |
| CAPTCHA               | Displays a CAPTCHA code (Completely Automated Public Turing Test to   |
|                       | Tell Computers and Humans Apart)  |
|                       | The vendor must enter the numbers shown in the box.   |
| Vendor ID and FID/SSN | These fields should be left blank at this time.   |



Clicking Continue after completing the first step.

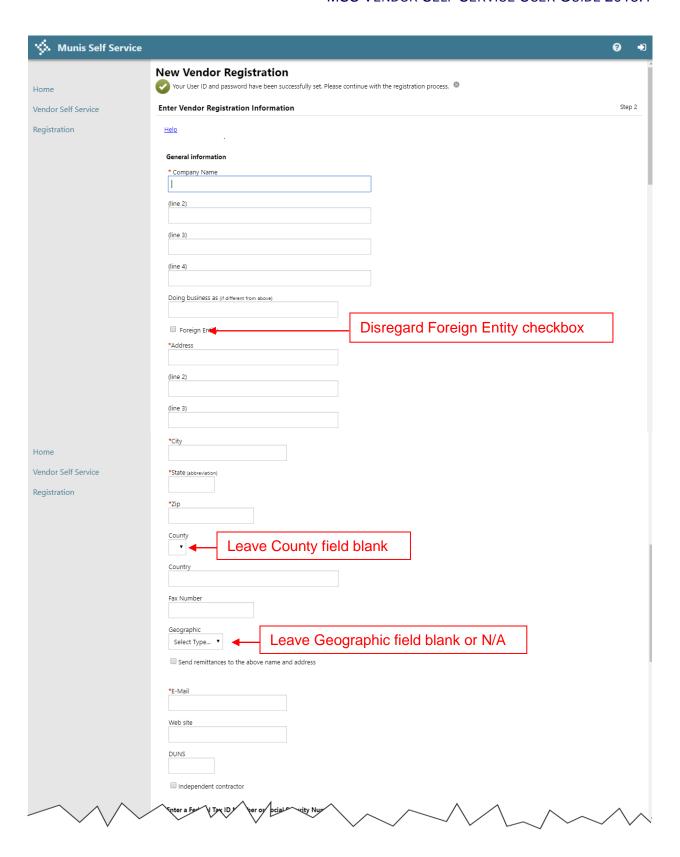


| Field*ALL CAPS | Description  |
|----------------|--|
| Contact Person |  |
| Contact Type   | Determines the contact type code. GENERAL, ACCOUNTS PAYABLE, PURCHASING        |
| Name           | Contains the name of the contact person.                                       |
| Description    | Enter additional information (such as Title/Position) about the contact person |
| Phone          | Define the contact's phone.  |
| Text           | Text messaging (SMS) is not currently available. Leave this field blank.       |
| Email          | Define the contact's email address.  |

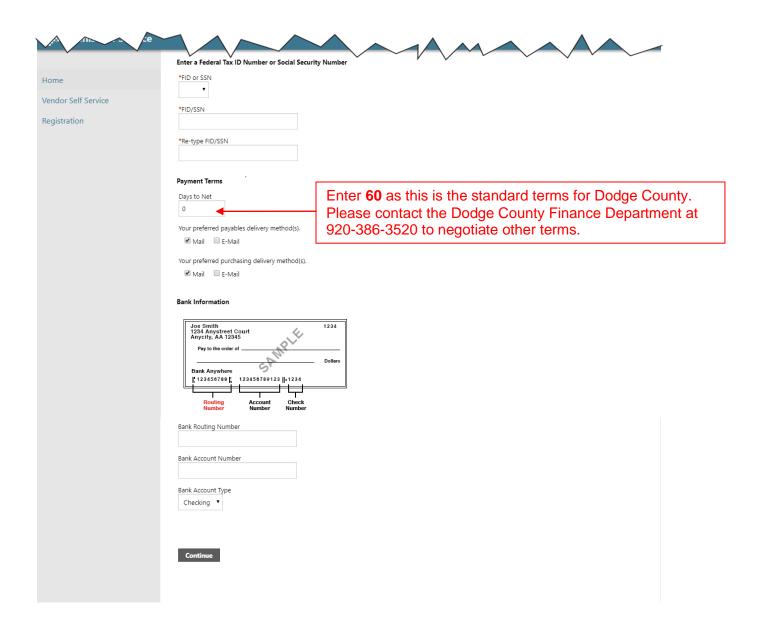
Clicking **Continue** after completing the user contact information.

The second step in the new vendor registration process requires the vendor to provide their general business and contact information.









| Field*ALL CAPS    | Description  |
|-------------------|--|
| Company Name      | Contains the vendor's name or business name.  The value entered here appears in the Alpha box in the Vendors   |
|                   | program. If a social security number is being used on the W-9, this should<br>be your first and last name. If using a FID on the W-9, please enter the<br>business name in this field. |
| Doing Business As | Indicates the vendor's doing business as (DBA) name, if applicable.  |
| Foreign Entity    | Disregard this checkbox.   |
| Address           | Define the vendor's main address. The vendor must enter a two-letter   |
| City              | state postal abbreviation code in the State box. Please see the Dodge  |
| State             | County USPS Standards on the Dodge County Website.   |
| ZIP               |  |
| County            | Leave this field blank.  |



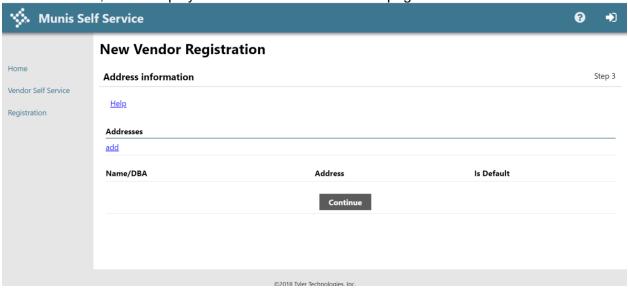
| Field*ALL CAPS            | Description   |
|---------------------------|---|
| Geographic                | This field should be left blank or select N/A   |
| Send Remittances to the   | If the vendor selects this check box, Vendor Self Service enters the  |
| Above Name and Address    | values from the main address as the default values in the boxes in step   |
|                           | three of the registration process.  |
| Email                     | Contains the vendor's primary email address. It is the address to which all   |
|                           | notifications and alerts are sent, such as registration confirmation  |
|                           | messages or password hints.   |
|                           | Additional email addresses for contact persons are defined later in the   |
|                           | registration process.   |
| Web Site                  | Includes the vendor's website URL.  |
| Vendor Type               | Vendor Types: LOCAL GOV, STATE GOV, OTHER, REIMBURSEMENT  |
|                           | (COUNTY INTERNAL USE ONLY), and KINSHIP (COUNTY INTERNAL  |
|                           | USE ONLY)   |
|                           |   |
| Enter a Federal Tax ID Nu | mber or Social Security umber   |
|                           | Requires the vendor to select whether to enter a federal tax identification   |
|                           | number or a Social Security number, and then enter the value of the   |
|                           | selected type.  |
|                           | ,,  |
|                           | The FID or SSN must be a unique value that is not used by any other   |
|                           | vendor profile. Vendor Self Service automatically completes these fields  |
|                           | for existing vendors who entered vendor ID and FID/SSN numbers during   |
|                           | step one.   |
| Payment Terms             |   |
| Days to Net               | Indicates the number of days that the vendor allows before requiring net payment. Dodge County's standard terms are Net 60 days |
| Your Preferred Payables   | Determine the vendor's preferred delivery method for payables and   |
| Delivery Method           | purchasing documents.   |
|                           |   |
| Your Preferred Purchasing |   |
| Delivery Method           |   |
| Bank Information          | Determined worthing number of the book account to which have a second   |
| Bank Routing Number       | Determines routing number of the bank account to which payments made  |
|                           | to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.      |
| Bank Account Number       | Contains the vendor's bank account number.  |
| Bank Account Type         | Indicates the type for the entered account: checking or savings.  |
| Dank / locount Type       | maioateo the type for the effected account. Checking of Savings.  |

The Payment Terms and Bank Information sections define the vendor's business terms and financial transaction information. Dodge County's standard terms are Net 60 days, please contact the Dodge County Finance Department at 920-386-3520 to negotiate other terms.

Step three of the VSS registration process requires the vendor to enter address information. If the vendor selected the Send Remittances to the Above Name and Address check box during step two, Vendor Self Service automatically enters the first address record. If the check box was not selected, the Addresses table is blank. Please follow the Dodge County Address Standards found on the Dodge County website under Finance. The vendor must click **Add** to create a new



address record, which displays the Remittance Information page.

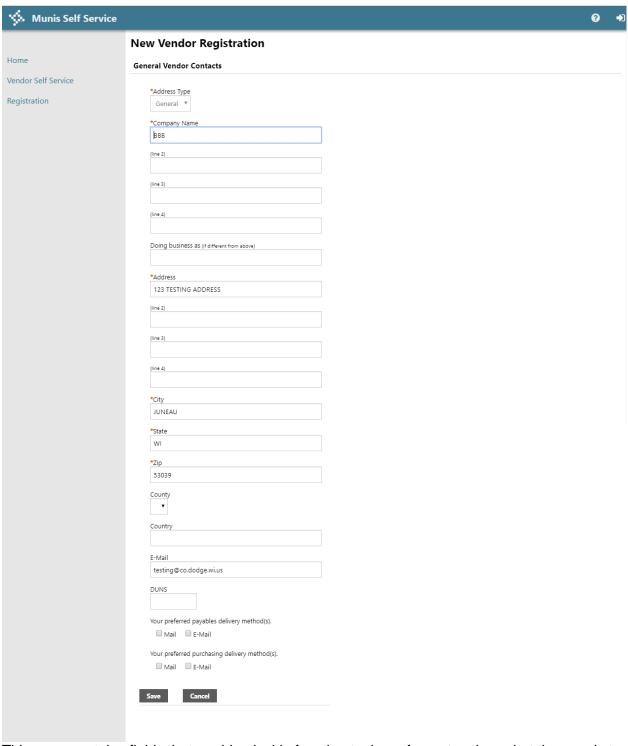


| Field*ALL CAPS          | Description  |
|-------------------------|--|
| Address Type            | Determines the type code of the entered address.                       |
| Company Name            | Defines the name that appears on items sent to this remit address. The |
|                         | name can vary from the vendor name, if necessary.                      |
| Address                 | Provide the remit mailing address.                                     |
| City                    |  |
| State                   |  |
| ZIP                     |  |
| Email                   | Defines the email address used for the remit address.                  |
| <b>Bank Information</b> |  |
| Bank Routing Number     | Determines routing number of the bank account to which payments made   |
|                         | to the vendor should be sent. The program automatically selects the    |
|                         | correct bank code based on the entered routing number.                 |
| Bank                    | Identifies the bank and routing number to which payments made to the   |
|                         | vendor should be sent.   |
| Bank Account Number     | Contains the vendor's bank account number.                             |
| Bank Account Type       | Indicates the type for the entered account: checking or savings.       |

Clicking **Save** after entry of an address record returns the Address Information page, where the new address record has been added to the table.

A vendor can add individual contacts for an address record by clicking **Change**, which displays the Remittance Information page. These contacts are only associated with the address record and are not displayed as part of the general vendor record.

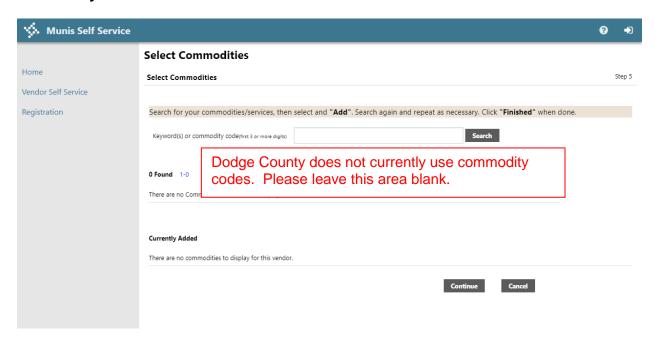




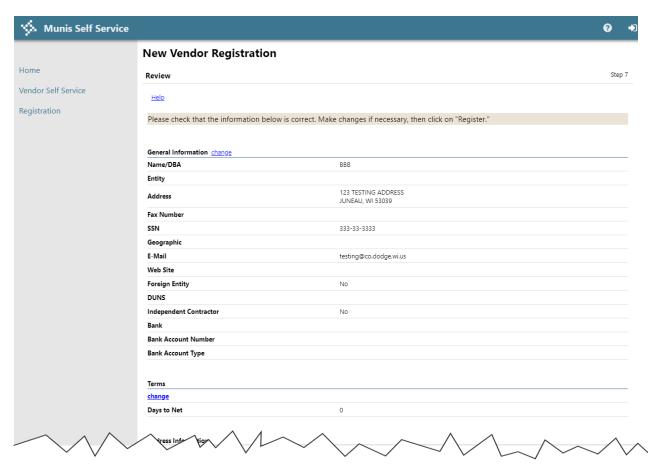
This page contains fields that are identical in function to those from step three, but they apply to the vendor record as a whole and not a single remit address. Clicking **Save** after entering the contact information returns the vendor to the General Vendor Contacts page with the new contact record displayed in the Address Contacts group.



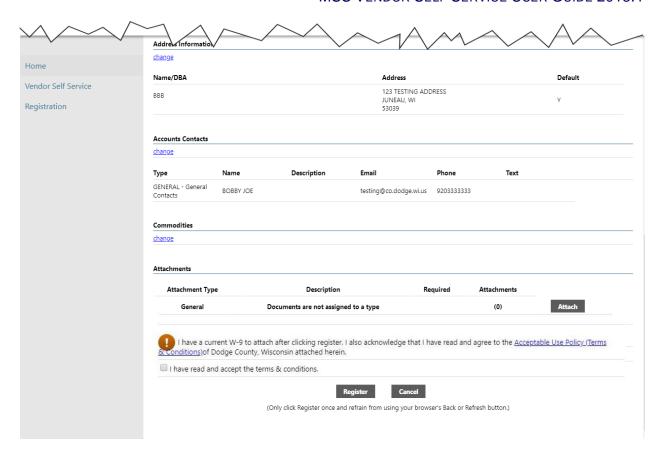
## Commodity Codes will not be used for VSS.



The vendor must click **Continue** to advance to the last step of the VSS registration process, which is the verification step.



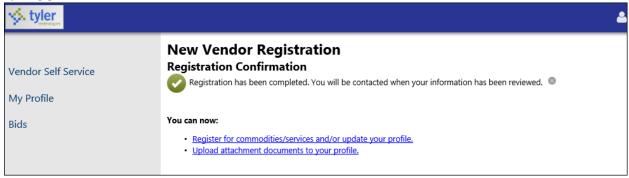




On the Review page, the vendor reviews and confirms the information they entered in previous steps. As a vendor, you will also upload a current W-9 at this point. A W-9 is required for all vendors that are registered for VSS. If changes are required for any detail group, the vendor uses the Change option for that group to make the appropriate changes.

When all the entered information is correct, the vendor must select the Terms and Conditions check box, acknowledging agreement with Dodge County's Acceptable Use Policy and Terms and Conditions, and then click **Register** to complete the process.

Vendor Self Service displays a registration confirmation page that provides the vendor to update their VSS profile, and to upload attachments to their profile. Commodity codes will not be used for VSS.





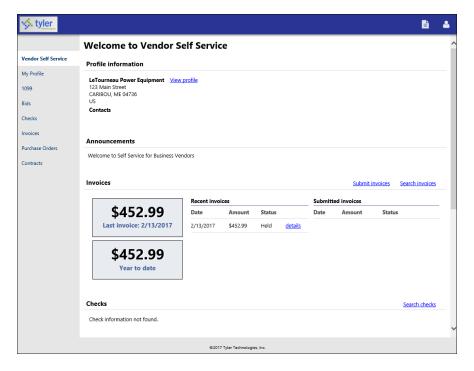
## **3** Vendor Self Service Home Page

**During pending registration with Dodge County.** If you log in as an existing vendor, you will see the following statement and the following icon next to all fields.



## After approved registration with Dodge County.

The Vendor Self Service home page contains a header and a series of summary information groups.





Clicking the login option in the header displays the following menu options:

- My Account Opens the My Account page containing the vendor's account information.
- Log Out Logs the vendor out of Vendor Self Service.



The Resources option in the header provides a menu of links or documents provided by your organization.



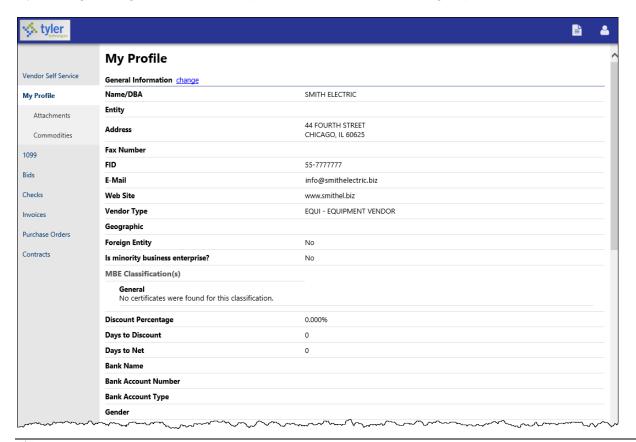


## **4 VENDOR NAVIGATION**

On the Vendor pages, the headers for the individual information groups that display include



Clicking **View Profile** in the Profile Information group or the **My Profile** option in the navigation menu displays the My Profile page. The My Profile page groups profile information by category. By clicking **Change**, a vendor can update the information in that group.





The General Information group contains the vendor's address and contact information, type and foreign entity status, minority business enterprise status and certifications, general information and discount terms.

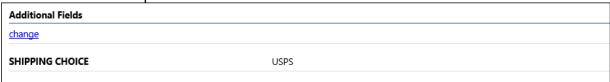
| General Information change   |                                       |
|--|---------------------------------------|
| Name/DBA   | SMITH ELECTRIC                        |
| Entity   |                                       |
| Address  | 44 FOURTH STREET<br>CHICAGO, IL 60625 |
| Fax Number   |                                       |
| FID  | 55-7777777                            |
| E-Mail   | dan.olson@tylertech.com               |
| Web Site   | info@smithelectric.biz                |
| Vendor Type  | EQUI - EQUIPMENT VENDOR               |
| Geographic   |                                       |
| Foreign Entity   | No                                    |
| Is minority business enterprise?                                   | No                                    |
| MBE Classification(s)  |                                       |
| <b>General</b> No certificates were found for this classification. |                                       |
| Discount Percentage  | 0.000%                                |
| Days to Discount   | 0                                     |
| Days to Net  | 0                                     |
| Bank Name  |                                       |
| Bank Account Number  |                                       |
| Bank Account Type  |                                       |
| Gender   |                                       |
| Ethnicity  |                                       |

The Address Information group displays the vendor's remittance address and contact information, while the Address Contacts group lists the vendor's contact persons and information.

| Address Information      |               |                   |                       |              |            |
|--------------------------|---------------|-------------------|-----------------------|--------------|------------|
| <u>change</u>            |               |                   |                       |              |            |
| Name/DBA                 |               |                   | Address               |              | Is Default |
| Address Contacts  change |               |                   |                       |              |            |
| Туре                     | Name          | Title             | Email                 | Phone        | Fax        |
| ACCOUNTS PAYABLE         | Susan Agouris | Accounting Office | info@mithelectric.biz | 312-555-1212 |            |



The Additional Fields group identifies the vendor's shipping preferences. Clicking **Change** allows the vendor to update this information.



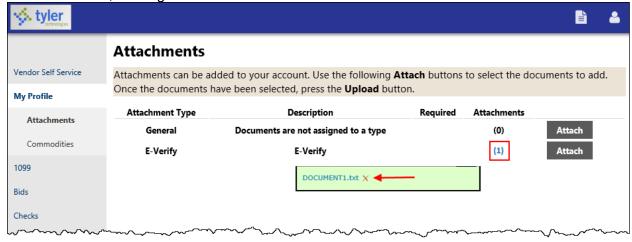
#### 4.1.1 Attachments

A vendor adds attachments to their profile by clicking **Attachments** on the menu. The <u>Attachments option is only available</u> when the vendor is viewing their My Profile page.



Attachments are added by clicking the **Attach** button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

To remove an attachment, the vendor clicks the number of attachments indicator. On the attachments list, clicking the **Delete** button removes the attachment.





The uploaded files are also added to the vendor record in the Munis Vendors program and they can be viewed using the Vendor Attachments screen in that program.

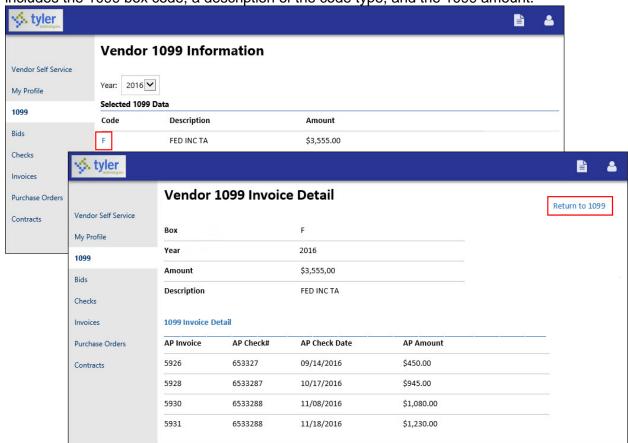
The vendor cannot maintain their attachments in VSS once they have been uploaded.

#### 4.1.2 Commodities

Commodities will not be used through VSS.

#### 4.1.3 1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

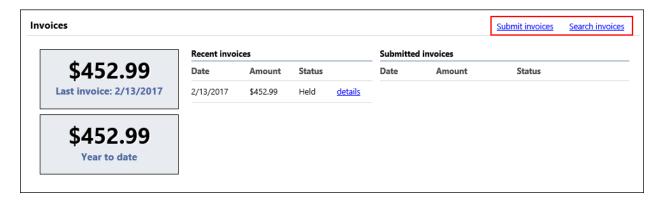


Clicking a code type provides the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking **Return to 1099** returns the vendor to the Vendor 1099 Information page.

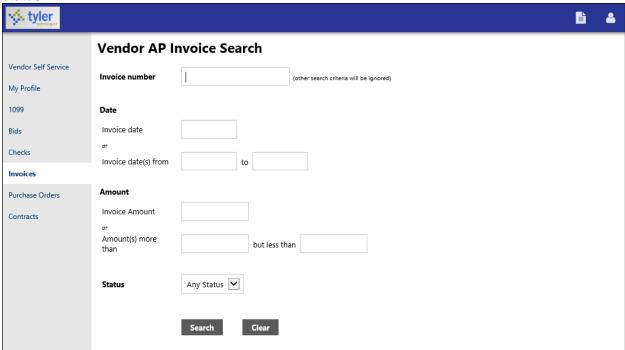
### 4.1.4 Invoices

The Invoices group provides vendor details for recent and submitted invoices. Vendors are only able to view invoices that are associated with their vendor ID.





The Search Invoices page allows searches by invoice number, date or amount ranges, and status.



The Search Results page provides the invoice date, amount, invoice number, and status. When the vendor clicks **Details**, VSS provides the Invoice Detail page, which includes additional



information sorted by Vendor, Invoice, and Invoice Totals groups. tyler 4 **Invoices** Vendor Self Service Search Results Modify Search | New Search My Profile 4 Found 1099 Invoice Date Amount Invoice Number Status Bids 3/9/2017 \$652.00 5998 In Review <u>View</u> Checks 3/9/2017 \$110.00 Held View tyler ... <u>View</u> View **Invoice Detail** Return to previous view Vendor Self Service Invoice Detail for Invoice: 5998 My Profile Vendor Information 1099 Vendor Name SMITH ELECTRIC Vendor Address 44 FOURTH STREET Bids CHICAGO, IL 60625 Checks Invoice Information Unpaid Status Invoices Invoice Number 5998 Purchase Orders PO Number 3/9/2017 Invoice Date Contracts Check Date Check Number 0 Voucher Number 226 Invoice Description Service entry and mounting kit Invoice Totals Gross Amount \$652.00 Non Taxable \$652.00

\$652.00

**Net Amount** 



#### 4.1.5 Contracts

Contracts provides contracts the vendor currently holds with your organization. The initial **Search Contracts** page allows vendors to search by a range of contract numbers or years.

| tyler               |                  |               | 4 |
|---------------------|------------------|---------------|---|
|                     | Contracts Search |               |   |
| Vendor Self Service | Contracts Search |               |   |
| My Profile          |                  |               |   |
| 1099                | Control Novelop  |               |   |
| Bids                | Contract Number  |               |   |
| Checks              |                  |               |   |
| Invoices            | Contract Year    |               |   |
| Purchase Orders     |                  | Search Clear  |   |
| Contracts           |                  | Jear Cr Crear |   |
|                     |                  |               |   |

Search results include the contract start date, number, and amount. The Details option displays the Contract Detail page for the selected contract.

